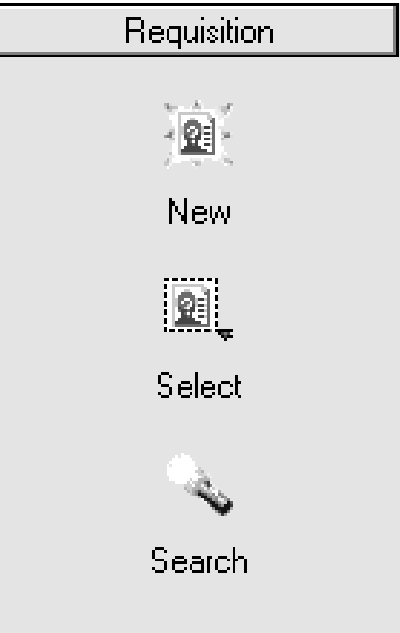


Navigation Bar Menu Icons

This appendix provides a more in-depth look at Resumix and some of the functionality available within the application. You may want to use these instructions to set up your Resumix Personal Options. However, please be advised that Resumix will work to fill jobs, as outlined in earlier chapters, without establishing any Personal Options.

Requisition

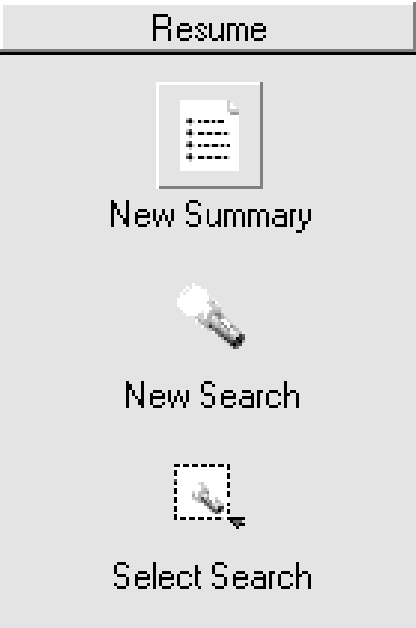


NEW	Create a new requisition.
------------	---------------------------

SELECT	Select an existing requisition from a list.
---------------	---

SEARCH	Search for an existing requisition.
---------------	-------------------------------------

Resume









NEW SUMMARY	Create a new resume summary.
--------------------	------------------------------

NEW SEARCH	Create a new resume search.
-------------------	-----------------------------

SELECT SEARCH	Select an existing resume search from a list.
----------------------	---

Navigation Bar Menu Icons (Cont'd)

Personal

Personal	
 My Folders	MY FOLDERS Create folders to personalize the organization of your work.
 My Open Requisitions	MY OPEN REQUISITIONS Access your open requisitions.
 My Open Reqs with New Matches	MY OPEN REQS WITH NEW MATCHES Search for an existing requisition.
 My Options	MY OPTIONS Customizing the appearance of Recruiter's Desktop.
 Change Password	CHANGE PASSWORD Change your password.
 Current Configuration	CURRENT CONFIGURATION Access information about the configuration of your Resumix System.

Navigation Bar Menu Icons (Cont'd)

Help



ABOUT	Access information about the Recruiter's Desktop
--------------	--

FREQUENTLY ASKED QUESTIONS	Access Frequently Asked Questions.
-----------------------------------	------------------------------------

HELP	Access Recruiter's Desktop Help topics.
-------------	---

Host Menu Bar

You can also access all of the navigation bar options from the menu bar.



Exiting Recruiter's Desktop

You can exit the Recruiter's Desktop in either of two ways:

1. From Menu Bar, choose **File > Exit**.



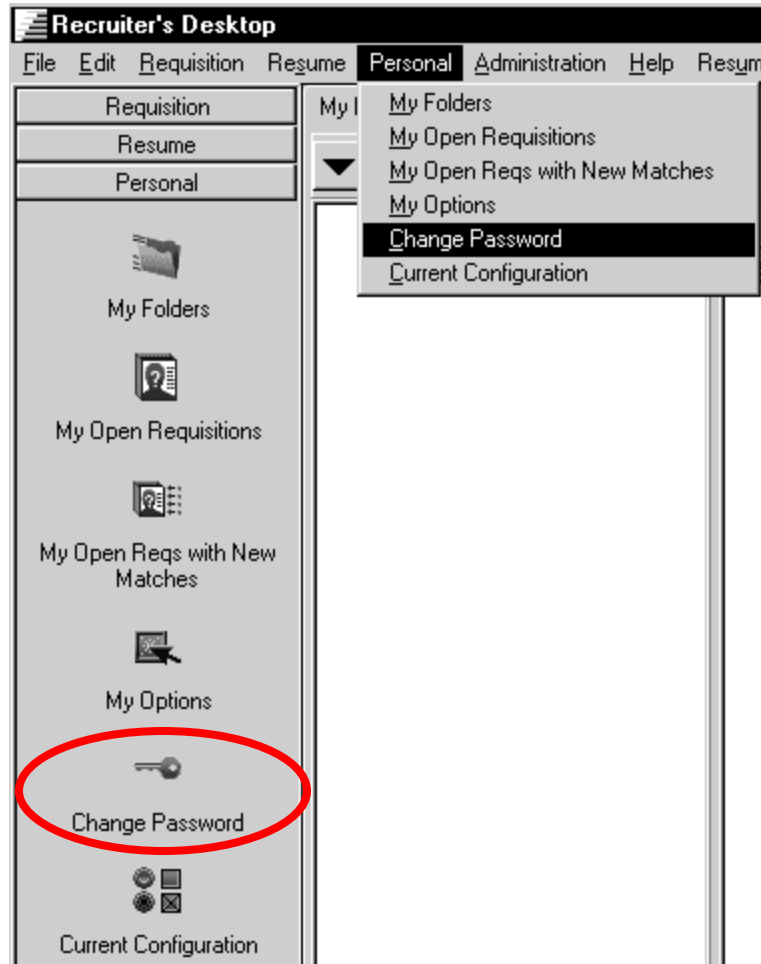
2. Click the **Close** button in the upper right corner of the Title Bar. Click **OK** in the Confirmation box.



Note: Each tab has a **Close** button next to the menu button. This button closes only that particular tab.

Changing your Resumix Password

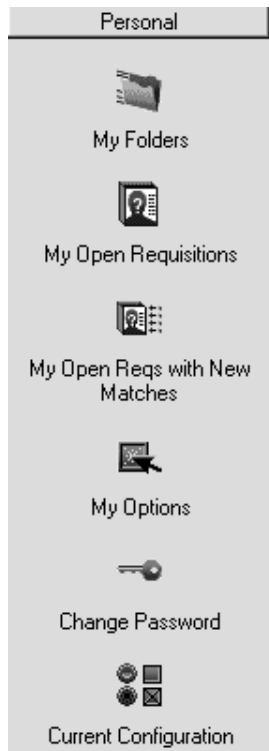
From the menu bar or navigation bar, choose **Personal > Change Password**



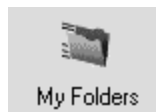
The Change Password dialog box appears.

The image shows a screenshot of the 'Change Password' dialog box. It has a title bar with 'Change Password' and a close button. The dialog box contains three text input fields: 'Old Password', 'New Password', and 'Re-enter Password'. To the right of the input fields are two buttons: 'OK' and 'Cancel'.

Using Personal Options



The options in the Personal menu enable you to customize your workflow and the appearance of Recruiter's Desktop.




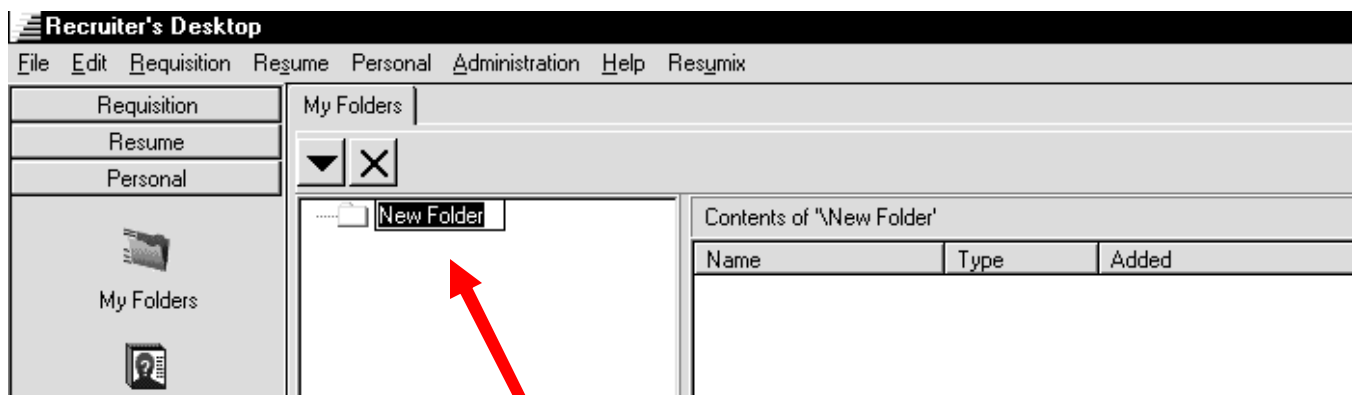
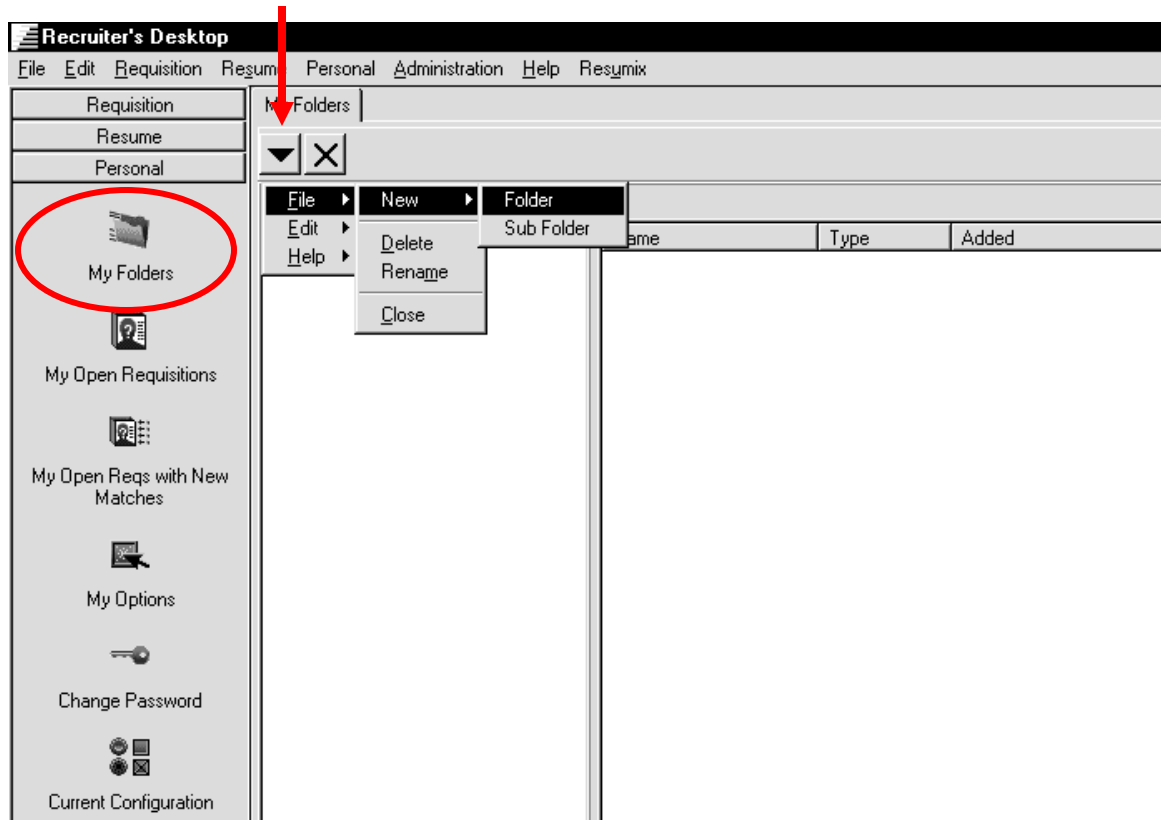
Organizing Your Work with My Folders

My folders allows you to quickly organize and access your important requisitions and resumes. You can customize your workflow by creating an unlimited number of folders and sub-folders, which can be moved, renamed, or deleted. It works the same way the folder system works in Microsoft Windows Explorer and Microsoft Outlook.

When you drag and drop a requisition or resume into a folder, a shortcut to the database is created. Click on the linked item in My Folders to open a requisition or resume. Deleting a linked item in a folder removes only the link you created to the database. It does not delete the resume or requisition from the database.

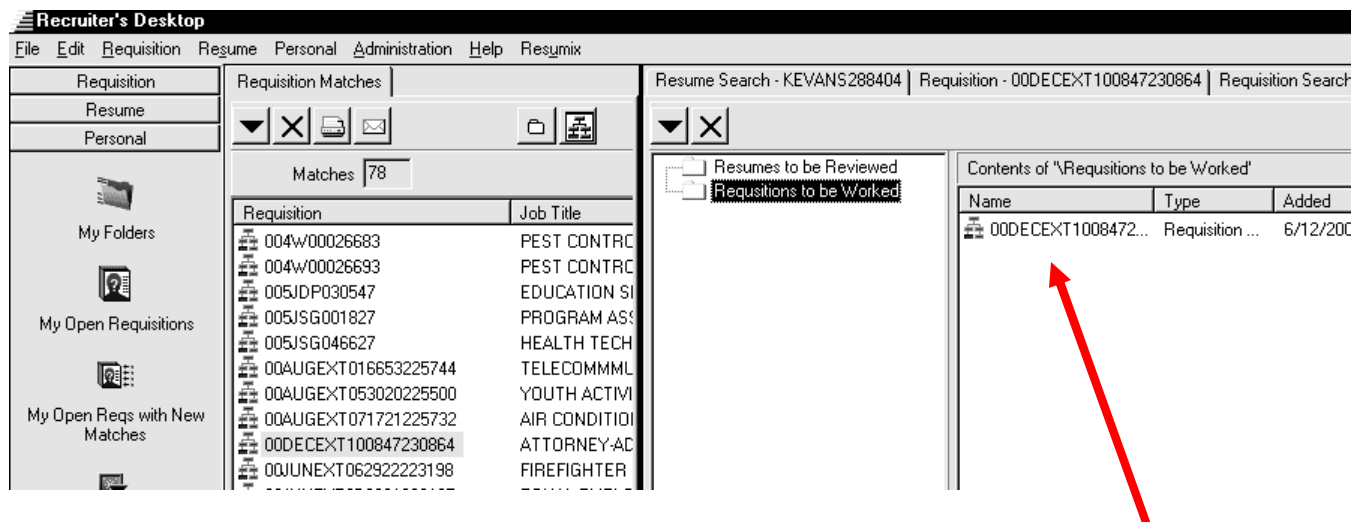
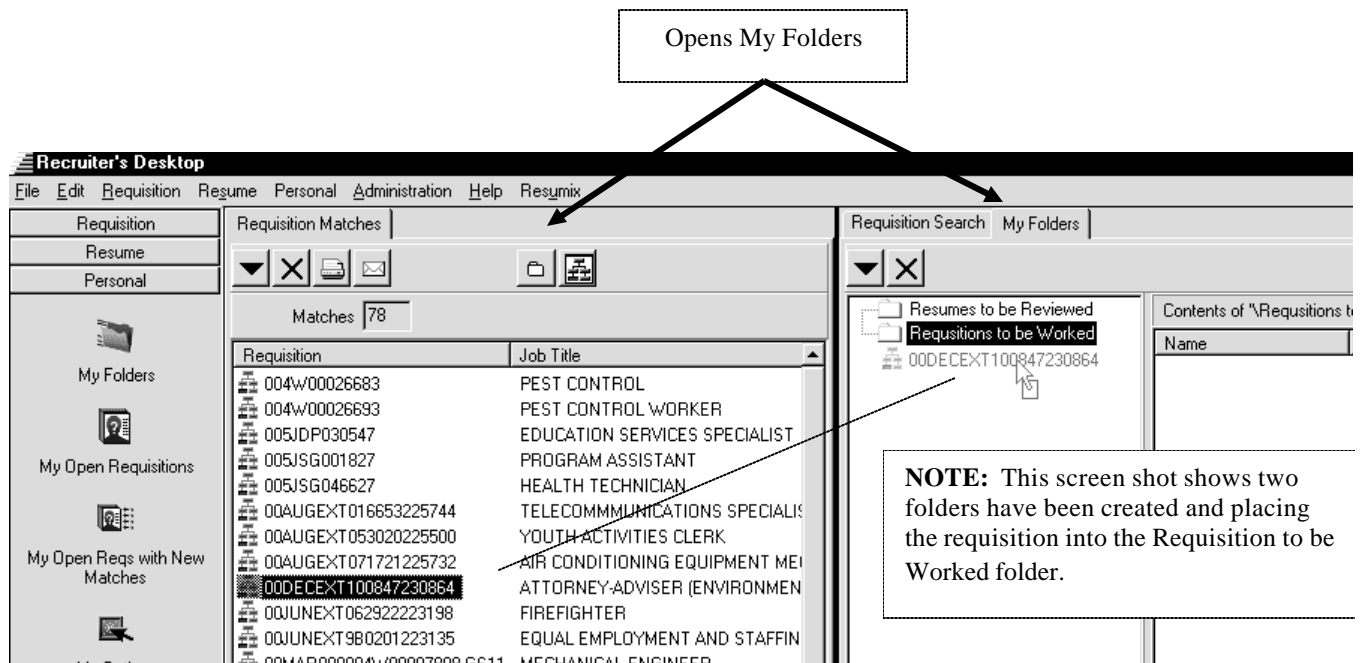
Tip: My Folders can be set up to work the way you do. To make your folders appear in a specific order, begin the folder name with 01, 02, 03, etc. Otherwise, the folder names will display in alphabetical order. Also, you can delete requisitions or resumes from My Folders after they have been worked and are no longer needed; thereby, showing only open requisitions or resumes.

STEP 1: To create a folder, click My Folders. Click the menu icon . Select **File > New > Folder**. Type a name for the folder.



Type a name for the folder.

STEP 2: Locate your requisition or resume. Highlight and then left click, drag and hold to My Folder.



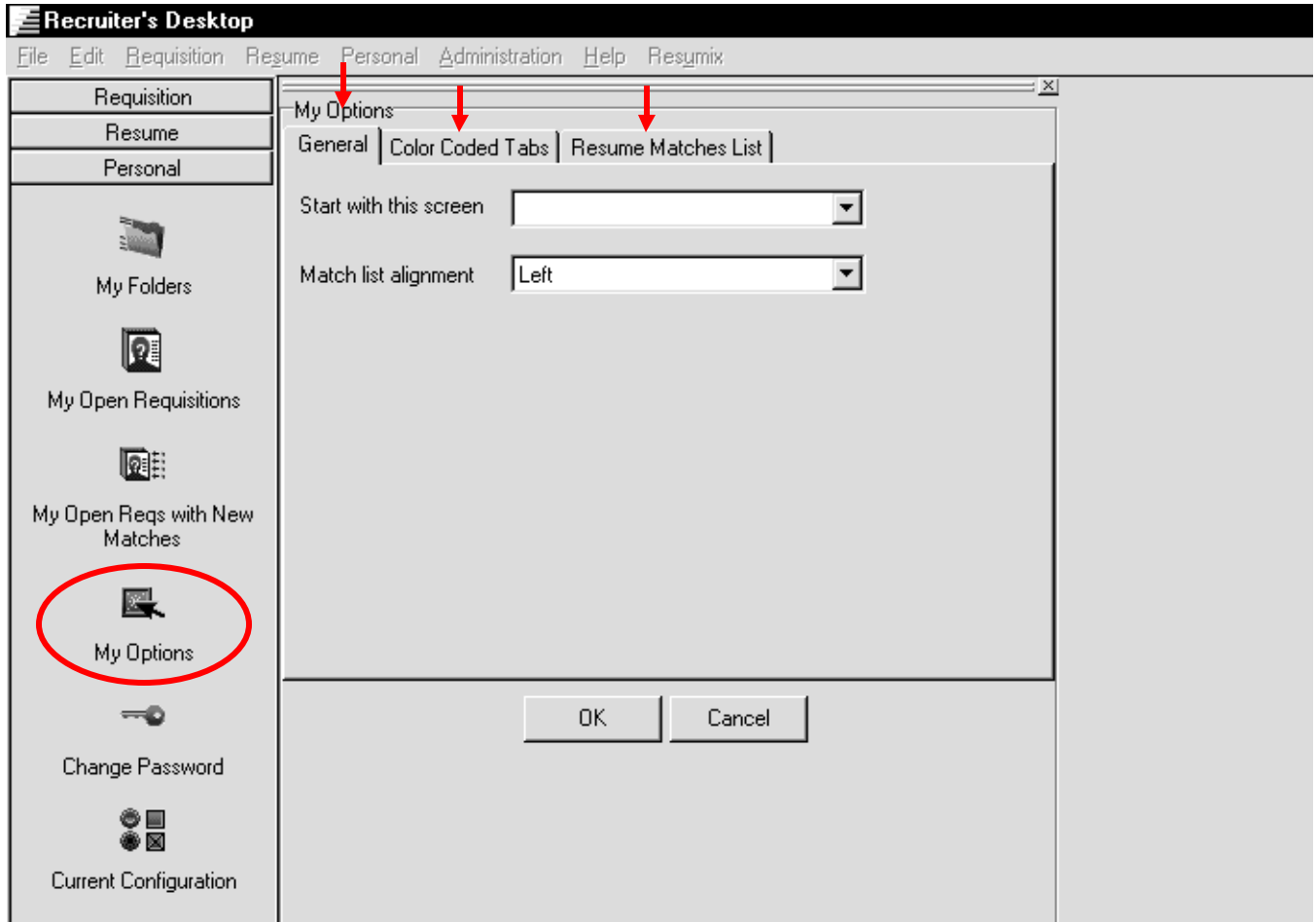
You now have the file to work in My Folders. **Remember, deleting a linked item in a folder removes only the link you created to the database. It does not delete the resume or requisition from the database.**



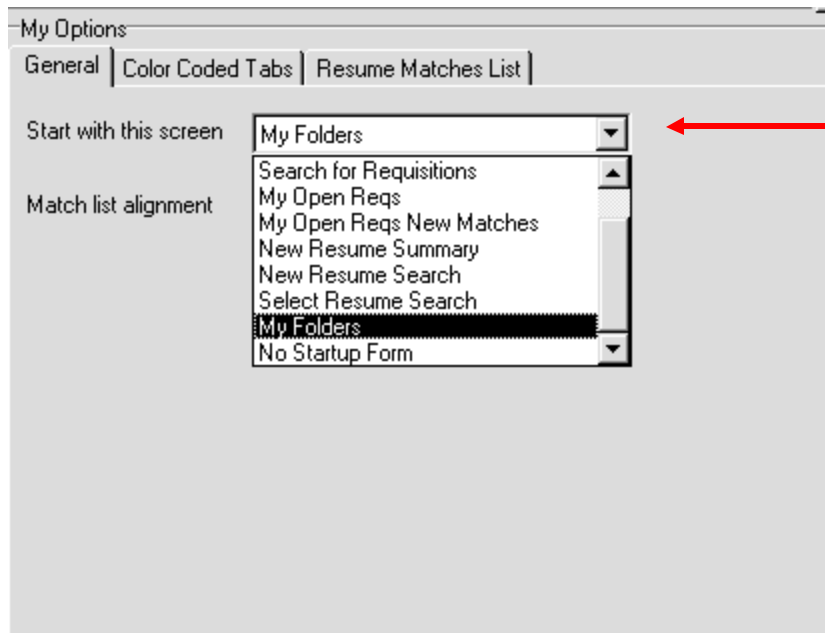
Customizing Layout with My Options

You can customize the way Recruiter's Desktop displays by personalizing the My Options feature.

To open, click My Options. Three tabs appear: General, Color Coded Tabs, and Resume Match List.



Personal > My Options > General



My Options

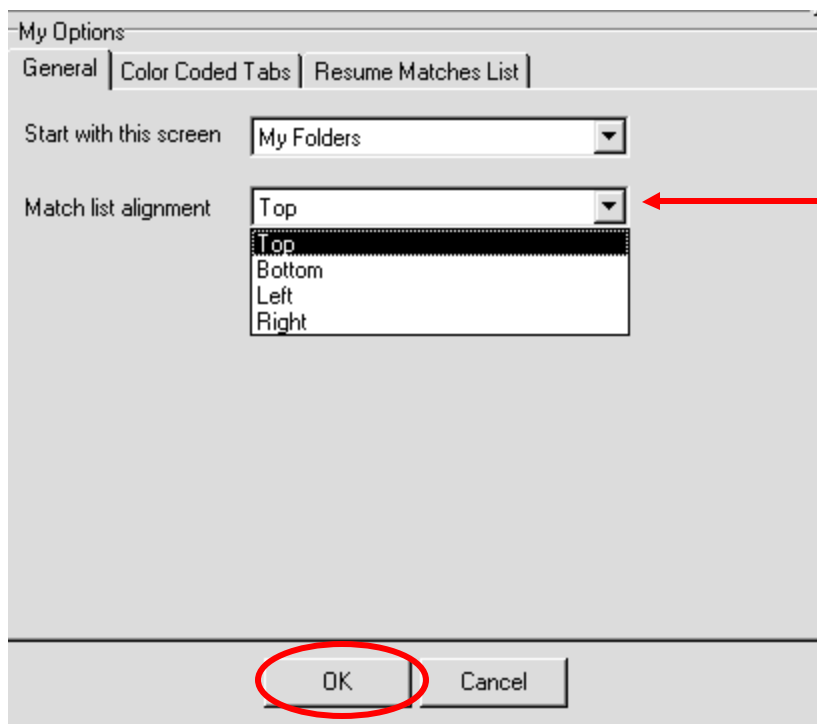
General | Color Coded Tabs | Resume Matches List

Start with this screen: My Folders

Match list alignment:

- Search for Requisitions
- My Open Reqs
- My Open Reqs New Matches
- New Resume Summary
- New Resume Search
- Select Resume Search
- My Folders
- No Startup Form

Select the form you want to see when you log on.



My Options

General | Color Coded Tabs | Resume Matches List

Start with this screen: My Folders

Match list alignment: Top

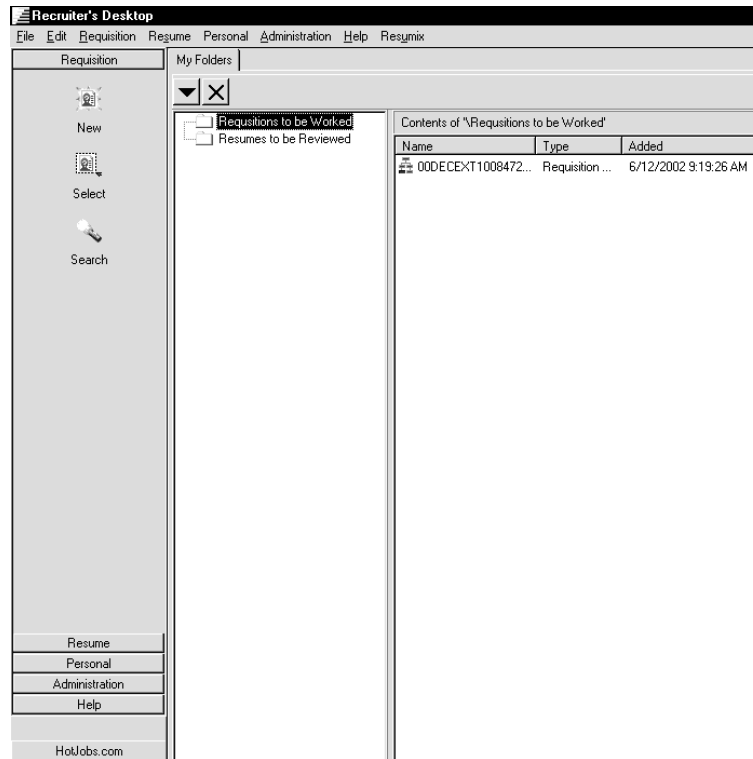
- Top
- Bottom
- Left
- Right

OK Cancel

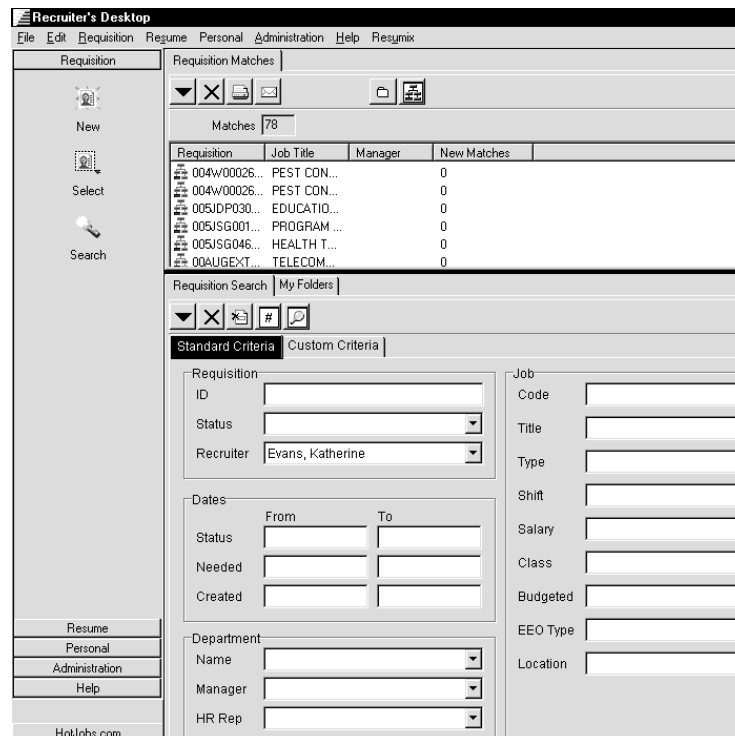
This displays where your Resume and Requisition match lists and the Knowledge Base window will appear.

Click OK.

EXAMPLE SCREEN SHOT OF LOGGING IN WITH SETTINGS FOR “START WITH THIS SCREEN”:



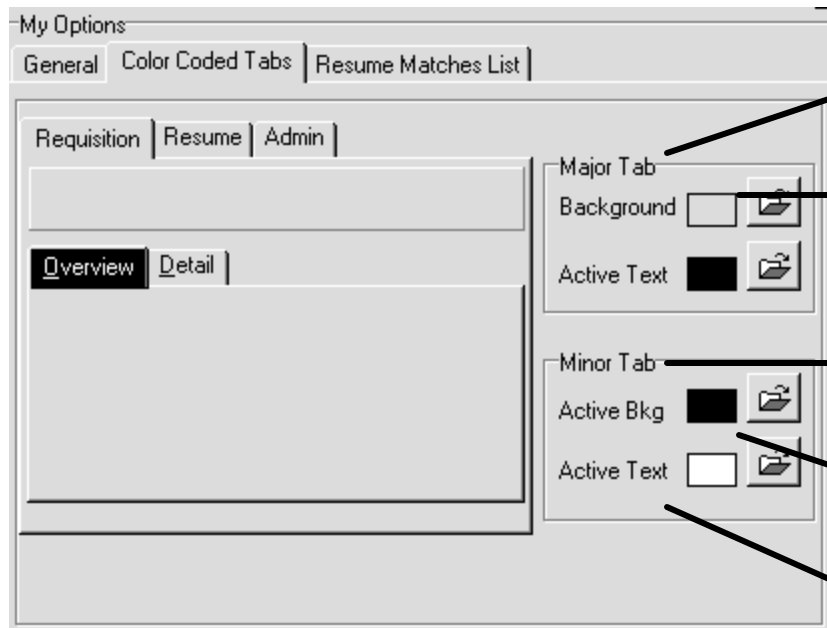
EXAMPLE SCREEN SHOT OF REQUISITION MATCHES WITH SETTINGS FOR “MATCH LIST ALIGNMENT”:



Personal > My Options > Color Coded Tabs

You can set up and customize the color for groups of Requisition, Resume, and Administration tabs. Your choices of different colors will make each group of tabs look distinctive.

STEP 1: Click the Requisition, Resume, or Admin Tab.



Major Tab: The Requisition, Resume, or Administration tab at the very top of your screen.

Background: Background of the currently selected Major Tab including the tool bar.

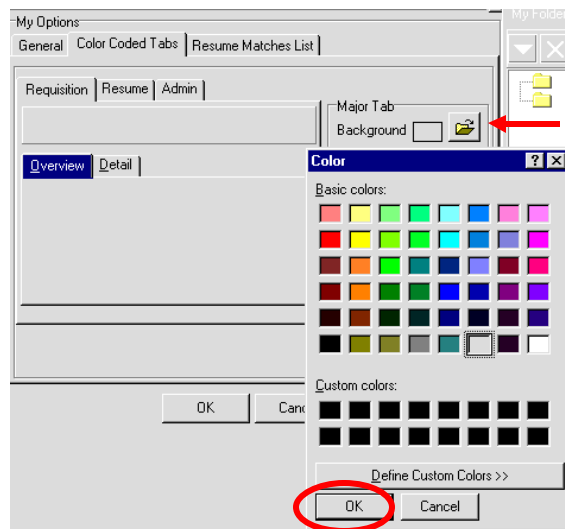
Minor Tab: Any subtab under a Major Tab.

Active Bkg: Background of the currently selected Minor Tab.

Active Text: Text on the Major or Minor Tab when the tab is selected.

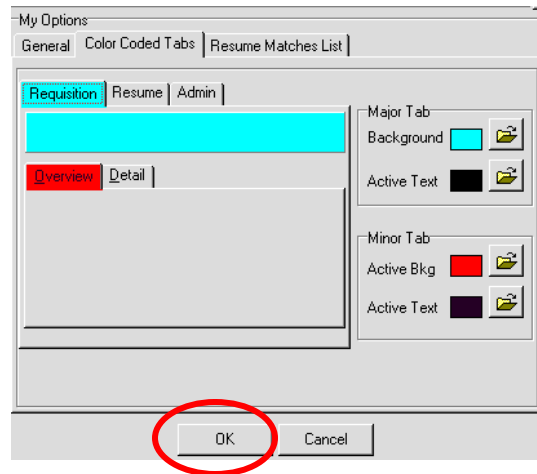
STEP 2: In the Major Tab area, click the Open  button to the right of Background.

STEP 3: Select the color for the background of the Major Tab.



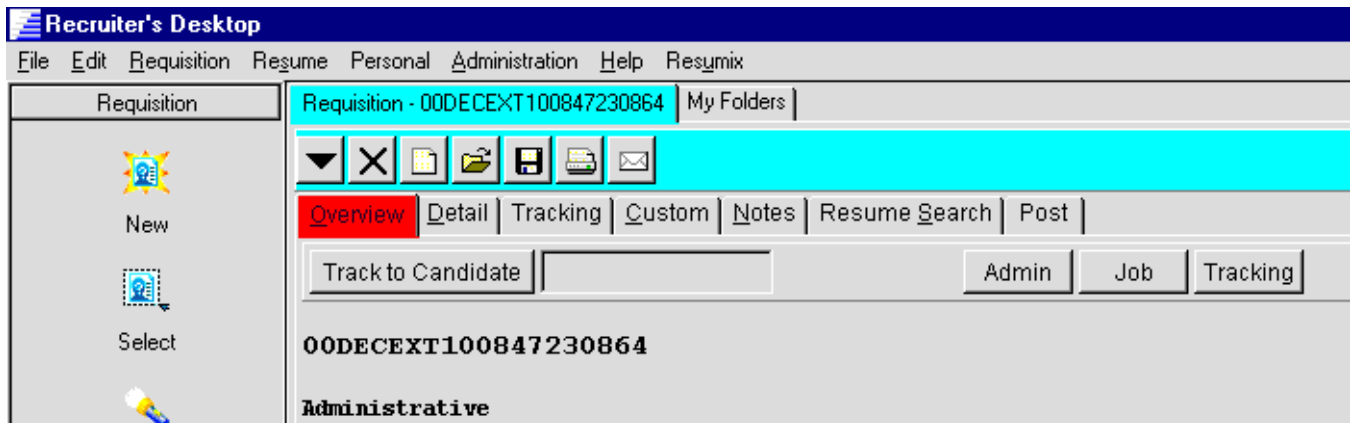
STEP 4: Click **OK**.

STEP 5: Repeat Steps 1-4 for the Major Tab Active Text, Minor Tab Active Bkg, and Minor Tab Active Text.



STEP 6: Click OK.

EXAMPLE SCREEN SHOT ON HOW A REQUISITION WOULD APPEAR:



Personal > My Options > Resume Matches List

My Options

General | Color Coded Tabs | Resume Matches List

Select the information you want to display in the Resume Matches List.

- ☒ Last Name
- ☒ First Name
- ☐ Middle Name
- ☒ Received
- ☒ Score
- ☒ Tracked Reqs
- ☐ Last Tracked Req ID
- ☐ Last Tracking Activity
- ☐ Last Tracking Status

OK Cancel

Select the information you want to display on the Resume Matches List.

Click **OK**.

EXAMPLE OF SCREEN SHOT OF RESUME MATCH LIST:

Resume Matches					
Last Name	First Name	Received	Score	Tracked Reqs	
SMI		1002	0	0	
SMI		2001	0	0	
SMI		2001	0	0	
SMI		2001	0	1	
SMI		1001	0	37	
SMI		2001	0	1	

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